



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 7220.12M
MPP-51
12 Dec 94

MARINE CORPS ORDER 7220.12M

From: Commandant of the Marine Corps
To: Distribution List

Subj: SPECIAL DUTY ASSIGNMENT (SDA) PAY PROGRAM

Ref: (a) 37 U.S.C. 307 (NOTAL)
(b) DODFMR
(c) SECNAVINST 1160.1
(d) MCO P1080.35H, PRIM
(e) MCO P1070.12H, IRAM

Encl: (1) Special Duty Assignment Pay Program
(2) Billets Authorized Special Duty Assignment Pay
(3) Special Duty Assignment Pay For Recruiters
(4) Special Duty Assignment Pay for Sergeants Major
Serving on Recruiting Duty
(5) Special Duty Assignment Pay For Career Planners
(6) Special Duty Assignment Pay For Drill Instructors
(7) Special Duty Assignment Pay For Marine Security Guards
(8) Special Duty Assignment Pay For Joint Communications
Unit/White House Communication Agency (WHCA)/On Site
Inspection Agency (OSIA)

1. Purpose. To provide instructions for the Special Duty Assignment Pay Program established by references (a) through (c).

2. Cancellation. MCO 7220.12L.

3. SDA Pay Program. The SDA Pay Program entitles eligible military members to SDA pay above those pay and allowances to which they are normally entitled. Enclosures (1) through (8) provide specific guidance for this program.

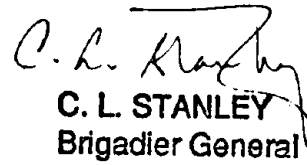
4. Approval. The entitlement provisions of this Order were approved by the Defense Finance and Accounting Service as prescribed by the Secretary of Defense per reference (b).

5. Action. Addressees will award SDA pay per this Order and report its entitlement per reference (d).

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

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6. . This Order is applicable to the Marine Corps Reserve.


C. L. STANLEY
Brigadier General

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SPECIAL DUTY ASSIGNMENT PAY PROGRAM1. Policy

a. SDA pay is a monthly monetary incentive that is paid to enlisted members who are required to perform extremely demanding an unusual degree of responsibility. The incentive is paid in addition to any pay and allowances to which the member is otherwise entitled. The pay may be awarded to an eligible member serving in a designated special duty assignment as listed in enclosure (2) of this Order.

b. The eligibility and payment for individuals receiving SDA pay will be reviewed by local commanders annually. Reference (d) contains explicit instructions concerning unit diary reporting SDA pay is awarded or terminated. Criteria for award of SDA pay and enclosures (3) through (8) of this Order.

2. Criteria for Designation of Special Duty Assignments. A special duty assignment may be considered for award of SDA pay, provided it meets the conditions listed below:

a. The special duty assignment involves demanding duties or duties demanding an unusual degree of responsibility. In this context, duties normally are considered demanding if they require an extraordinary effort for satisfactory performance. A special duty assignment is considered to have an unusual degree of responsibility when a heavy personal burden is placed on the member to ensure the successful accomplishment of assigned duties. In assessing the foregoing criteria for designation of a special duty assignment the key test is whether the duties involve a greater degree of responsibility or arduousness than that which could reasonably be expected in a regular military assignment for a member's grade and experience.

b. The special duty assignment requires special qualifications that are met by screening and special schooling other than brief orientation.

3. criteria for Individual Member Eligibility. An enlisted member is eligible to receive SDA pay if the following conditions are met:

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a. Is on active duty (other than active duty for training as a Reserve for less than 180 days), and entitled to basic pay.

b. Is serving in the rank of lance corporal or higher.

c. Has completed the special schooling required for qualification in the special duty assignment or has completed equivalent on-the-job training in the special duty assignment. The duration of on-the-job training must be as long as the formal school training and fully qualify the individual in the special duty assignment.

d. Is designated by the CMC as qualified to serve in an authorized T/O billet as designated in enclosure (2) of this Order.

e. Is assigned to and working in an authorized special duty assignment.

f. Attains eligibility under paragraphs 3a through 3e above, prior to the effective date of termination of awards in any special duty assignment.

g. Meets other conditions of eligibility as directed by the CMC.

h. Is not currently receiving proficiency pay.

4. Maintenance, Reduction and Termination of Awards. Eligible members assigned to a duty designated for SDA pay will be awarded the award level for that assignment.

a. Maintenance. Except as otherwise provided in this paragraph, members receiving SDA pay will serve in the special duty assignment on which the pay is based. When any member receiving this pay is assigned to any duty that does not qualify for such pay, it will be terminated at the time of that assignment or detail. This provision does not apply to members:

(1) performing additional duties which do not materially interfere with the performance in the special duty assignment;

(2) performing temporary or special duty not exceeding 90 continuous days;

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(3) attending a course of instruction where the course is directly related to or is necessary for the continued qualification in the special duty assignment;

(4) in a patient status that is not due to disease resulting from intemperate use of alcohol or habit forming drugs;

(5) on authorized leave; or

(6) in a "pipeline" status between consecutive assignments entitled to SDA pay.

b. Reduction. When a special duty assignment is designated for reduction or termination of award, an effective date for the reduction or termination shall be established and announced to the field at least 90 days in advance.

(1) Members serving in a special duty assignment designated for termination of award shall have their SDA pay reduced by one-half on the effective date of the termination. Receipt of the one-half rate shall be limited to a 1-year period following the effective date of the termination and shall depend upon continued qualification and service in the special duty assignment upon which their pay is based.

(2) No awards of SDA pay shall be made to Marines attaining eligibility in a special duty assignment skill on or after the effective date the special duty assignment is designated for termination of award.

c. Termination. An individual's SDA pay award will be terminated if it is determined that the individual has failed to maintain the minimum level of qualification required for satisfactory performance in the special duty assignment. Other reasons to effect termination are:

(1) Reclassification. If a member receiving SDA pay is reclassified to a different special duty assignment, the member's pay shall be terminated. The effective date of termination will be the date of departure from the special duty assignment unless the member is: (1) immediately assigned to another special duty assignment eligible for SDA pay, or (2) attending a course of instruction in a new special duty assignment that has been designated to receive this pay and the reclassification action is determined to be in the best interests of the military service concerned. The amount of the SDA pay awarded such personnel

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while they are in a retraining status shall be the current awarded rate in their previous special duty assignment, or the award rate in the special duty assignment to which they are being retrained, whichever is lower.

(2) Confinement. When a member is confined as a result of court-martial sentence, the effective date of termination will be the date of approval of the court-martial sentence or date of confinement resulting from nonjudicial punishment.

(3) Separation from Active Service. When a member does not reenlist within 24 hours, the effective date of termination will be the date of discharge or release from active duty.

(4) Directed Termination. When directed by the CMC.

5. Administrative Procedures

a. Commanding officers may make awards throughout the year to personnel determined to be eligible under the provisions of current directives.

b. Awards and revocation of awards will be effected by means of a unit special order or standard letter format. The effective date of the award will be the effective date indicated in the order or correspondence. A unit special order or award letter is not required for every change in SDA pay rate once the initial entitlement is established.

c. Make an entry on page 11 (Administrative Remarks) of the SRB per reference (e), reflecting awards, and reduction or termination of awards. The entry should be similar to the entry required for the unit diary.

d. Unit diary entries reporting a retroactive start of entitlement must contain an action date.

6. Continuation of Proficiency Pay Under Superseded Authority. The report on the FY 1985 Defense Authorization Act provided that a member of the military services who, on September 30, 1984, was entitled to special pay under 37 U.S.C. 307 as in effect on September 20, 1984, may continue to be paid proficiency pay under the guidance contained in these provisions. However, a member provisions and the special duty assignment pay authorized effective October 1, 1984.

ENCLOSURE (1)

BILLETS AUTHORIZED SPECIAL
DUTY ASSIGNMENT PAY

1. Personnel serving in the following billets are eligible for SDA pay as indicated:

<u>SPECIAL DUTY ASSIGNMENTS</u>	<u>REFER TO</u>
8411 Recruiter	Enclosure (3)
8412 Career Recruiter	
8411 Ready Reserve Liaison	
9999 Sergeant Major at Recruiting Station, District Level or MCRC Sergeant Major	Enclosure (4)
8421 Career Planner	Enclosure (5)
8511 Drill Instructor	Enclosure (6)
9999 Sergeants Major/First Sergeants serving within the RTR, MCRD	Enclosure (4)
8151 Marine Security Guard	Enclosure (7)
Personnel assigned to the Joint Communications Unit/On Site Inspection Agency/WHCA	Enclosure (8)

2. Personnel serving in the above special duty assignments must be serving in authorized T/O billets which are designated by the CMC on applicable unit T/O's.

3. First Sergeants and Sergeants Major who are assigned to and are qualified in an authorized T/O billet designated above are entitled to receive SDA pay.

ENCLOSURE (2)

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SPECIAL DUTY ASSIGNMENT PAY FOR RECRUITERS

1. Enlisted personnel, including Active Reserves (AR's), who possess an additional MOS 8411/8412 or primary MOS 8412 and perform the duties in an authorized 8411/8412 billet within the Recruiting Service, if otherwise qualified per paragraph 3 of enclosure (1) to this Order, are eligible for SDA pay. The Recruiting Service includes the Marine Corps Recruiting Command and the Marine Corps Reserve Prior Service Recruiting Division. The special duty assignment award level will be per the following criteria:

<u>Award Level</u>	<u>Personnel Qualifying</u>
SDA \$165	Those personnel with 0 to 3 months recruiting experience.
SDA \$220	Those personnel with 3 to 9 months recruiting experience.
SDA \$275	Those personnel with over 9 months recruiting experience.

2. Increases in SDA pay award levels for recruiters are based solely on job tenure. Recruiters who fail to maintain the levels of proficiency in their recruiter assignment will have their recruiting designator removed and their entitlement to SDA pay terminated. These personnel will be removed from recruiting duty. In no case will an individual's SDA pay be terminated on a probationary basis either as a result of administrative or punitive action. SDA pay will only be terminated incident to relief and removal from the recruiting billet as authorized by the district commanding officer or region officer in charge. Personnel reassigned within the Recruiting Service continue at the award level authorized prior to reassignment.

3. Prior experience as a recruiter of more than 9 months gained from previous successful tours of "recruiting duty" is creditable toward SDA pay award levels. However, personnel returning to recruiting in this status will start at the SDA (\$220) level and must complete 6 months before being eligible for the SDA (\$275) level. For the purpose of definition, "recruiting duty" will be interpreted to mean duty with the Recruiting Service in an authorized 8411/8412 T/O billet.

4. Unit diary procedures are described in reference (d). Make service record entries per reference (e).

ENCLOSURE (3)

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SPECIAL DUTY ASSIGNMENT PAY FOR SERGEANTS MAJOR
SERVING ON RECRUITING DUTY

1. Effective 14 February 1986, authority is granted to pay SDA pay to sergeants major who are filling authorized 9999 T/O billets at the recruiting station and district headquarters, or as the Sergeant Major of the Marine Corps Recruiting Command, if otherwise qualified under paragraph 3 of enclosure (1) to this Order. Sergeants major will complete the Recruiting Management Course and 90 days of on-the-job training (OJT) before being eligible to receive SDA pay per the above criteria. If a sergeant major cannot attend the Recruiting Management Course because the course date is not available within the 90-day period of OJT, the sergeant major will still be entitled to SDA pay providing the sergeant major attends the next available course. The 90-day period of OJT will not be used to compute entitlement to specific award levels.

Award LevelPersonnel Qualifying

NO ENTITLEMENT DURING 90-DAY PERIOD OF OJT

SDA (\$165)	Sergeants major with 0 to 3 months recruiting experience.
SDA (\$220)	Sergeants major with 3 to 9 months recruiting experience.
SDA (\$275)	Sergeants major with over 9 months recruiting experience.

2. Increases in SDA pay award levels for sergeants major are based solely on job tenure. Sergeants major who fail to maintain the required proficiency in their assignment will have their entitlement to SDA pay terminated incident to relief and removal from the recruiting billet as authorized by the district commanding officer. Personnel reassigned within the Recruiting Service continue at the award level authorized prior to reassignment.

3. Prior experience as a recruiter or a sergeant major gained from previous successful tours of "recruiting duty" is creditable toward SDA pay award levels. However, personnel returning to

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recruiting in this status must still complete 90 days OJT before becoming eligible for the SDA (\$220) initial award level and must complete 6 months before becoming eligible for the SDA (\$275) award level. This must occur each and every time the individual is assigned to recruiting duty. Once the OJT requirement has been completed, there is no additional OJT requirement for non-consecutive assignments. For the purpose of definition, "recruiting duty" will be interpreted to mean duty with the Recruiting Service in an authorized 8411/8412 or 9999 T/O billet. Effective 14 February, 1986, the personnel referred to in paragraph 3 of this enclosure are authorized to receive SDA pay at the SDA (\$275) level, after completing the required eligibility time as listed above.

4. Sergeants major who were in an authorized 9999 T/O billet prior to 14 February 1986 will receive job tenure credit for the purposes of determining the initial award level of SDA pay. The following example illustrates how SDA pay is computed for personnel in this category:

PROBLEM: A sergeant major is assigned to and working as a Recruiting Station Sergeant Major effective January 1, 1993. The sergeant major has attended the Recruiting Management Course and has no previous recruiting experience. What initial award level is the sergeant major entitled to on October 1, 1993?

SOLUTION: The sergeant major completes 90 days of OJT on March 31, 1993. The remaining 183 days of recruiting experience prior to 1 October would be creditable for award level purposes. On October 1, 1993, SDA pay is payable at the \$220 award level with 93 days credit toward the \$275 award level. The sergeant major is entitled to the \$275 award level on December 27, 1993.

(1 JAN - 31 MAR) -- 90 DAYS OJT

(1 APR - 29 JUN) -- 90 DAYS; SATISFIES RECRUITING EXPERIENCE
REQUIREMENT FOR \$165 AWARD LEVEL

(30 JUN - 3- SEP) -- 93 DAYS CREDITABLE TOWARD \$275 AWARD
LEVEL

(1 OCT) -- START SDA (\$220)

(27 DEC) -- START SDA (\$275)

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In the above example, if the sergeant major had prior experience gained from a previous successful tour of recruiting, the sergeant major is entitled to SDA (\$275) on October 1, 1993 (attains the 6-month experience requirement after OJT prior to October 1).

5. Unit diary procedures are described in reference (d). Make service record entries per reference (e).

ENCLOSURE (4)

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SPECIAL DUTY ASSIGNMENT PAY FOR DRILL INSTRUCTORS

1. Authority is granted to pay SDA pay to enlisted personnel who possess an additional MOS 8511, and are assigned and performing the requisite duties in an authorized T/O billet as an 8511, if otherwise qualified under paragraph 3 of enclosure (1) to this Order. The SDA pay award level will be per the following criteria:

<u>Award Level</u>	<u>Personnel Qualifying</u>
SDA (\$165)	Those personnel with 0 to 6 months recruit training instructor experience.
SDA (\$220)	Those personnel with over 6 months recruit training instructor experience.

2. Increases in SDA pay levels for drill instructors are based solely on job tenure. Personnel who fail to maintain the proficiency required to perform satisfactorily as drill instructors will be removed from the assignment and entitlement to SDA pay under this authority will terminate. In no case will an individual's SDA pay be terminated on a probationary basis either as a result of administrative or punitive action.

3. Prior experience as a drill instructor gained from previous successful tours of duty as an 8511, is creditable toward SDA pay award levels. Personnel in this status will be awarded SDA pay at the SDA (\$220) award level.

4. Unit diary procedures are described in reference (d). Make service record entries per reference (e).

5. Company First Sergeants and Battalion or Regimental Sergeants Majors serving in RTR, MCRD's who are serving in designated (9999) billets within Recruit Training Regiment, MCRD's are entitled to receive SDA pay from 14 February 1986. No other positions within the MCRD's or OCS are authorized to draw SDA pay. Award level will be per the above listed criteria. Those Marines who have prior 8511 experience are authorized to begin at \$220. For all others, they will begin at \$165 until they satisfy the 6-month experience requirement.

ENCLOSURE (6)

SPECIAL DUTY ASSIGNMENT PAY FOR MARINE SECURITY GUARDS

1. Marine Security Guards filling authorized T/O billets as an 8151 within the Marine Security Guard Battalion are eligible for SDA pay per the following criteria:

Award Level

Personnel Qualifying

SDA (\$110)

Those personnel who are assigned to a T/O billet MOS 8151 within the Marine Security Guard Battalion and are otherwise qualified per paragraph 3 of enclosure (1) to this Order.

2. Personnel who fail to maintain the proficiency required to perform satisfactorily as a Marine Security Guard, and are removed from the assignment will have their entitlement to SDA pay terminated. In no case will an individual's SDA pay be terminated on a probationary basis either as a result of administrative or punitive action.

3. Unit diary procedures are described in reference (d). Make service record entries per reference (e).

ENCLOSURE (7)

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SPECIAL DUTY ASSIGNMENT PAY FOR
JOINT COMMUNICATIONS UNIT/WHITE HOUSE COMMUNICATION
AGENCY (WHCA)/ON SITE INSPECTION AGENCY (OSIA)

1. Effective September 1, 1987, personnel assigned to the Joint Communications Unit filling authorized T/O billets are eligible for SDA pay per the following criteria:

<u>Award Level</u>	<u>Personnel Qualifying</u>
A. Operational Personnel (Category B)	
SDA (\$110)	Those personnel with 0 to 6 months experience.
SDA (\$165)	Those personnel with 7 to 12 months experience.
SDA (\$220)	Those personnel with over 12 months experience.
B. Support Personnel (Category C)	
SDA (\$55)	Those personnel with 0 to 6 months experience.
SDA (\$110)	Those personnel with 7 to 12 months experience.
SDA (\$165)	Those personnel with over 12 months experience.

2. Increases in SDA pay levels for Joint Communications Unit personnel are based solely on job tenure. Personnel who fail to maintain the proficiency required to perform satisfactorily will be removed from the assignment and entitlement to SDA pay under this authority will terminate. In no case will an individual's SDA pay be terminated on a probationary basis either as a result of administrative or punitive action.

3. Unit diary procedures are described in reference (d). Make service record entries per reference (e).

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4. SDA Pay is authorized for certain billets within the WHCA and the OSIA per the following criteria:

<u>Personnel Qualifying</u>	<u>Award Level</u>
Vice President's Trip NCO	
In/Out	\$220.00
Overseas	\$275.00
Radio Technicians	0
Technician	\$110.00
Senior Technician	\$220.00
President's Senior Radio Technician	
Switchboard Operations	0
Console Operator	0
Special Assistant Operator	\$110.00
Shift Supervisor	\$220.00
Trip Lead	
Communication Center Systems Operator	
Operator	0
Mobile Operator	0
Vice President's Lead	\$110.00
President's Lead	\$220.00
Data Technicians	
Data Technician	0
Lead Data Technician	\$110.00
Lead Data Technician (Overseas)	\$220.00
Transmission Systems	
Technician	0
SATCOM/LOS Lead	\$110.00
Wideband Lead	\$220.00
Communication Systems	
Technician	0
Senior Technician	\$110.00
Lead	\$220.00
Technical Security	
Technical Security Apprentice	0
Technical Security Specialist	\$110.00
Technical Security Team Chief	\$220.00

ENCLOSURE (8)

<u>Personnel Qualifying</u>	<u>Award Level</u>
Audiovisual	
Technician	0
Assistant Director	\$110.00
Director	\$220.00
Power Technicians	
Technician	\$110.00
Master Technician	\$220.00
Photographic Laboratory	
Apprentice	0
Lead	\$110.00
Operations NCO	
CONUS	\$110.00
Overseas	\$165.00
Assistant Radio Technician/ Communications Installer	
In/Out	0
Overnight/Overseas	0
Other Positions	0

5. ON SITE INSPECTION AGENCY

<u>Personnel Qualifying</u>	<u>Award Level</u>
Military Escorts	\$110.00

ENCLOSURE (8)